

RECORD OF PERFORMANCE QUALIFICATIONS
BM

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

Members are required to pass the NAVRULES test or an approved Rules of the Road course prior to advancement to BM2.

RATING

BOATSWAIN'S MATE (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)

ABBREVIATION

BM

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

[illegible]

REMARKS

| RATING: BOATSWAIN'S MATE | INIT | DATE |
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| <p>A. ADMINISTRATION</p> <p>4.01 MAINTAIN department or division technical publications IAW publishers' procedures.</p> <p>5.01 PREPARE the following reports for submission:</p> <ul style="list-style-type: none"> a. Ammunition Transaction Report (ATR) and Periodic Lot Report (PLR) IAW Conventional Ordnance and Stockpile Management NAVSUP P-724 and the Ordnance Manual, COMDTINST M8000.2 (series). b. AOPS-WEB/TMT IAW on-line instructions http://aops.osc.uscg.mil. c. Boat inspection reports IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Boat Inspection Report (CG Form 3022). <p>5.02 SUBMIT a requisition for supply and/or services IAW FINCEN SOP, M7000.1 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p>5.03 PREPARE the following message traffic for submission:</p> <ul style="list-style-type: none"> a. LE SITREP IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and the Situation Reports (SITREPS), COMDTINST 16125.1 (series). b. SAR SITREP IAW U.S. Coast Guard Addendum to the United States National Search And Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series) and the Situation Reports (SITREPS), COMDTINST 16125.1 (series) <p>5.04 SEND and RECEIVE record message traffic IAW Telecommunications Manual (TCM), COMDTINST M2000.3 (series).</p> <p>6.01 VERIFY proper data entry in the following programs:</p> <ul style="list-style-type: none"> a. MISLE IAW mislenet.osc.uscg.mil. b. SARMIS IAW SARMIS On-line instructions. c. CMPLUS IAW Supply Policies and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the CMPLUS User Guide. d. AOPS-WEB/TMT IAW on-line instructions http://aops.osc.uscg.mil. <p>6.02 PREPARE department or division for MLC Compliance Inspection IAW applicable references contained within the MLC Compliance Checklist.</p> | | |
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| <p>6.03 PROCURE supplies and/or services IAW FINCEN SOP M7000.1 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series).</p> <p>INTENT: Given a written request for supplies or services determine the correct source of supply and the correct acquisition method to procure the services or supplies.</p> <p>6.04 REVIEW Enlisted Dining Facility reports for accuracy IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>7.01 VERIFY a member's eligibility for a security clearance IAW the Coast Guard Military Personnel Security Program, COMDTINST M5520.12 (series).</p> <p>7.02 CONDUCT a command security brief and debrief IAW the Coast Guard Military Personnel Security Program, COMDTINST M5520.12 (series).</p> <p>B. OPERATIONS AND SEAMANSHIP</p> <p>4.01 Given the light list, charts, and local notice to mariners, VERIFY the characteristics of navigational aids IAW the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and Bowditch (Pub No. 9).</p> <p>4.02 SPLICE an eye in the following lines IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series)</p> <p>a. Double braided nylon. b. Three strand line.</p> <p>4.03 SEIZE/WHIP the following IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series).</p> <p>a. Wire Rope. b. Line.</p> | | |
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| <p>4.04 SELECT the appropriate rigging hardware for the following applications IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series) and NTSM 582:</p> <ul style="list-style-type: none"> a. Tow a vessel b. Secure an object to a deck c. Move an object horizontally d. Move an object vertically <p>4.05 RIG and OPERATE the following:</p> <ul style="list-style-type: none"> a. Boatswain's chair IAW BM3 CG Institute correspondence course and the Ashley Book of Knots. b. Staging IAW BM3 CG Institute correspondence course. c. Wire or Fiber block and tackle system IAW Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series). <p>4.06 PERFORM duties as boat crewman IAW Boat Crew Training Manual, COMDTINST M16114.9 (series).</p> <p>4.07 PERFORM duties as QMOW IAW PQS/JQR and unit requirements.</p> <p>4.08 BRIEF personnel prior to and after the following:</p> <ul style="list-style-type: none"> a. Entering/Leaving a port IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series) or U. S. Coast Guard Station Operations Manual, COMDTINST M3100.6 (series). b. A Deck evolution IAW Unit Standard Operating Procedures or Coast Guard Navigation Standards, COMDTINST M3530.2 (series). <p>5.01 PERFORM as a <u>certified</u> Coxswain on a boat listed IAW Boat Crew Training Manual, COMDTINST M16114.9 (series) OR as a <u>qualified</u> Deck Watch Officer on any cutter IAW Personnel Qualification Standard – Officer of the Deck (OOD), COMDTINST M3502.5 (series) OR as a <u>qualified</u> QMOW on any cutter IAW PQS/JQR and unit requirements.</p> <p>6.01 PERFORM as a <u>certified</u> coxswain on a boat listed IAW Boat Crew Training Manual, COMDTINST M16114.9 (series) OR as a <u>certified</u> Deck Watch Officer on any cutter IAW Personnel Qualification Standard – Officer of the Deck (OOD), COMDTINST M3502.5 (series).</p> <p>8.01 PERFORM as a Deck Watch Officer on any cutter IAW Personnel Qualification Standard – Officer of the Deck (OOD), COMDTINST M3502.5 (series) and unit requirements.</p> | | |
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| <p>C. PILOTING AND NAVIGATION</p> <p>4.01 MAINTAIN charts and publications as required by the Coast Guard Navigation Standards, COMDTINST M3530.2 (series) or unit SOP IAW NIMA CATP2VOL1U and Nautical Chart and Publications Allowance for Cutters, COMDTINST M3140.5 (series).</p> <p>4.02 MAINTAIN the following unit logs and forms as required:</p> <ul style="list-style-type: none"> a. Unit Deck Logs IAW United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and Unit SOP. b. Radio Log IAW Telecommunications Manual (TCM), COMDTINST M2000.3 (series). c. DC Closure Log IAW NSTM 079. d. Deviation Table IAW CG Form 2596 and NSTM's. <p>4.03 SOLVE basic maneuvering board problems for course, speed, closest point of approach (CPA), time of closest point of approach (CPA), and true wind as outlined in Maneuvering Board Manual Pub No. 217.</p> <p>4.04 PERFORM the following tasks on a radar receiver IAW the manufacturer's operating instructions and Unit SOP:</p> <ul style="list-style-type: none"> a. Tune radar for maximum display performance. b. Interpret radar display data for meeting, overtaking, crossing situations, and closest point of approach (CPA). <p>4.05 COMPUTE the following:</p> <ul style="list-style-type: none"> a. Sunrise and sunset IAW Nautical Almanac and electronic media. b. Tide and currents IAW Tide and Current tables and electronic media. <p>4.06 COMPUTE gyro/compass error using Sight Reduction Tables for Marine Navigation, PUB No. 229, and the Nautical Almanac IAW Bowditch, Pub No. 9, or Dutton's Navigation and Piloting by the following means or methods:</p> <ul style="list-style-type: none"> a. Azimuth of the sun. b. Amplitude of the sun. c. Terrestrial range. d. Trial and error. | | |
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| <p>4.07 PERFORM the following tasks on a GPS/DGPS receiver and/or authorized unit navigation system IAW the manufacturer's operating instructions and Unit SOP:</p> <ul style="list-style-type: none"> a. Determine Latitude and Longitude. b. Establish waypoints and routes. c. Establish alarm-warning areas. d. Determine position of man overboard e. Determine cross track error. <p>4.08 FIX the vessels position using all means available IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Bodwitch, Pub No. 9:</p> <ul style="list-style-type: none"> a. Electronics (radar, DGPS, LORAN). b. Visual LOPs. c. Bottom contouring. <p>INTENT: Given a properly prepared chart, determine the vessels position on the chart using all methods available to the unit. Demonstrate proficiency in plotting fixes on the chart.</p> <p>4.09 PLOT a small boats course of travel in restricted waters applying standard navigation principles IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Bowditch, PUB No. 9.</p> <p>INTENT: Given a properly prepared chart, perform all functions described in the applicable reference, such as: plotting fixes, plotting a DR vector, determining set and drift, determining turn bearings and ranges, determining time to turn, course to steer, nearest hazard to navigation, nearest aid to navigation, etc....</p> <p>4.10 PREPARE harbor and open ocean charts IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), and Bowditch, PUB No. 9.</p> <p>4.11 CONSTRUCT a trackline using tactical data (advance and transfer) IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Dutton's and Bowditch, PUB No. 9.</p> <p>4.12 CONDUCT routine voice communications IAW Radiotelephone Communications Handbook, COMDTINST M2300.7 (series) and Telecommunications Manual (TCM), COMDTINST M2000.3 (series).</p> | | |
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| <p>4.13 ENCODE Flag Signals IAW International Code of Signals, Pub 102, to include from memory the following critical signals:</p> <ul style="list-style-type: none"> a. I have a diver down; keep well clear at slow speed. b. I am taking in, or discharging, or carrying dangerous goods. c. Keep clear of me; I am maneuvering with difficulty. d. I have a pilot onboard. e. Man overboard. <p>4.14 DECODE Flag Signals IAW International Code of Signals, Pub 102, to include from memory the following critical signals:</p> <ul style="list-style-type: none"> a. Alfa. b. Bravo. c. Delta. d. Hotel. e. Oscar. <p>4.15 IDENTIFY international signal flags from memory IAW International Code of Signals, Pub 102.</p> <p>4.16 SEND and RECEIVE international flag hoist signals IAW International Code of Signals, Pub 102.</p> <p>5.01 CONDUCT operational checks on navigational equipment prior to getting underway IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series) and the Boat Operators Handbook.</p> <p>5.02 SOLVE maneuvering board problems for intercept, avoidance, and desired wind IAW Maneuvering Board Manual, Pub 217.</p> <p>5.03 PLOT a vessel's (65ft or larger) course of travel in restricted waters applying standard navigation principles IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), and Bowditch, PUB No. 9.</p> <p>6.01 PARTICIPATE in precision anchoring IAW FXP-4, MOB-N-5-SF and MOB-S-3-SF, Bowditch, Pub No. 9, NSTM 581 (Anchoring) or Unit SOP in the following positions:</p> <ul style="list-style-type: none"> a. Nav Evaluator. b. Nav Plotter. c. Forecastle Anchor detail. | | |
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| <p>6.02 PARTICIPATE in low visibility navigation IAW FXP-4, MOB-N-6-SF, Bowditch, Pub No.9, or Unit SOP in the following positions:</p> <ul style="list-style-type: none"> a. Nav Evaluator. b. Nav Plotter. <p>D. MAINTENANCE</p> <p>4.01 MAINTAIN cutter and/or small boat surfaces to include hull, underwater body, decks, and all related fittings and equipment (interior/exterior) IAW Coatings and Color Manual, COMDTINST M10360.3 (series) and Boat Operators Handbook.</p> <p>4.02 VERIFY small boat is properly outfitted and operational IAW Boat Operators Handbook, Boat Outfit List, and/or Unit checklist.</p> <p>4.03 CONDUCT preventative maintenance on the following IAW the PMS Plan:</p> <ul style="list-style-type: none"> a. Small boat equipment IAW Boat Operators Handbook, Manufacturers Technical Publications, and NSTM's. b. Rescue and survival gear IAW Rescue and Survival Systems Manual, COMDTINST M10470.10 (series). c. Shore structures IAW Civil Engineering Manual, COMDTINST M11000.11 (series), and Coatings and Color Manual, COMDTINST M10360.3 (series). d. Deck equipment IAW Manufacturers Technical Publications and NSTM's. e. Tools IAW Manufacturers Technical Publications and NSTM's. f. Bridge equipment IAW Manufacturers Technical Publications and NSTM 420. g. Standing Rigging IAW Manufacturers Technical Publications and NSTM's. h. Ground tackle IAW Manufacturers Technical Publications and NSTM's. <p>4.04 CONDUCT a safety inspection of unit's load-handling equipment for safety and operability IAW Manufacturers Technical Publications, NSTM's, and Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p>5.01 INSPECT the material condition of all attached small boats IAW Coatings and Color Manual, COMDTINST M10360.3 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), Boat Operators Handbook, and the Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, COMDTINST M16114.24 (series).</p> | | |
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| <p>5.02 MAINTAIN the following programs:</p> <ul style="list-style-type: none"> a. Respiratory Protection IAW Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series). b. Hearing Conservation IAW Safety and Environmental Health Manual, COMDTINST M5100.47 (series). <p>5.02 MAINTAIN hull history and/or boat record IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Boat Management Manual, COMDTINST M16114.4 (series)</p> <p>5.04 MAINTAIN paint/flammable storage locker IAW Coatings and Color Manual, COMDTINST M10360.3 (series), NSTM 670, and Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p>6.01 MAINTAIN PMS schedules for department or division IAW Naval Engineering Manual, COMDTINST M9000.6 (series), and Manufacturers Technical Publications.</p> <p>6.02 CONDUCT a First Level inspection on unit's load-handling equipment for safety of operability IAW Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p>E. ORDNANCE</p> <p>5.01 MAINTAIN unit's small arms, ammunition and/or pyrotechnics including lockers, logs, and related equipment IAW Ordnance Manual, COMDTINST M8000.2 (series), Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series), Physical Security and Force Protection Program, COMDTINST M5530.1 (series), and the Ordnance Publication Index, COMDTINST M8000.3 (series).</p> <p>F. TRAINING</p> <p>5.01 MENTOR an unqualified individual within your department or division through the watch station qualification process using applicable PQS/JQR IAW applicable unit qualification standards.</p> <p>6.01 MANAGE departmental or divisional training program IAW Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series) and/or U. S. Coast Guard Station Operations Manual, COMDTINST M3100.6 (series).</p> | | |
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| <p>8.01 Having personally reviewed the E-4 through E-9 Boatswain's Mate Qualification Codes for accuracy and currency, SUBMIT recommendations in writing to Commandant (G-ORW) IAW Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).</p> <p>9.01 Having personally reviewed the E-4 through E-9 Boatswain's Mate Enlisted Performance Qualifications for accuracy and currency, SUBMIT recommendations in writing to Commandant (G-ORW) IAW Coast Guard Enlisted Qualifications Manual, COMDTINST M1414.8 (series).</p> <p>G. HONORS AND CEREMONIES</p> <p>4.01 PERFORM required honors, ceremonies, and customs relating to the following routine occurrences IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:</p> <ul style="list-style-type: none"> a. Rigging and displaying of flags and pennants. b. Boatswains calls IAW Coast Guard Institute Honors and Ceremonies Course. c. Colors. d. Passing honors. e. Arrival/Departure of officials. <p>5.01 PERFORM required honors, ceremonies, and customs relating to the following unique occasions IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:</p> <ul style="list-style-type: none"> a. Memorial Day b. Presidents Day c. Independence Day | | |
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| <p>6.01 REVIEW requirements required to conduct honors, ceremonies, and customs relating to the following unique occasions IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:</p> <ul style="list-style-type: none"> a. Arrival/Departure of President of the United States or Cabinet Level Officials. b. Arrival/Departure of foreign dignitaries. c. Passing Washington's Tomb or the USS ARIZONA Memorial. d. Change of Command ceremony. e. Full Dress Ship. f. Dress Ship. | | |
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